

**STATE OF MONTANA JOB VACANCY  
DEPARTMENT OF PUBLIC SERVICE REGULATION  
PUBLIC SERVICE COMMISSION  
AN EQUAL OPPORTUNITY EMPLOYER**

**3 PAGE DOCUMENT**

**TITLE:** UTILITY POLICY ANALYST  
**POSITION NO.:** 42130002  
**DEPARTMENT:** PUBLIC SERVICE COMMISSION  
**LOCATION:** HELENA, MONTANA  
**PAY BAND:** 7  
**SALARY:** \$49,848.66 DOQ\*  
**ADDITIONAL SALARY INFORMATION:** \*A training assignment at a lower salary level may be required.  
**STATUS:** Full-Time Temporary  
**BARGAINING UNIT:** N/A  
**APPLICATION DEADLINE:** April 12, 2012  
**APPLICATION SUPPLEMENT:** Yes

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**SPECIAL INFORMATION**

This position is temporary, funded by the American Recovery & Reinvestment Act (ARRA) through September 30, 2013, with a possible extension to December 31, 2014.

**APPLICATION DEADLINE**

Applications may be completed online at <http://mt.gov/statejobs/default.mcp>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: [ahall@mt.gov](mailto:ahall@mt.gov) by Midnight, MST on the closing date.

**TYPICAL DUTIES:**

A Utility Rate Analyst generally provides analysis and advice regarding regulated utilities' technical, operational and policy issues from an economic or accounting standpoint to the Commission. In addition, the analysts hired with ARRA funding will focus on the following issues: energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, demand response equipment, coal with carbon capture and storage, and transmission. They will be responsible for significant research in these issue areas as well as organizing round table discussions and other events related to the topics. Some work-related travel is required.

The Rate Analyst will: analyze and evaluate utility rate applications and other regulatory filings and issues to determine the reasonableness of proposed rate changes or other proposals; develop data requests and cross-examination of utility and intervenor witnesses for rate hearings; prepare fact sheets for PSC review that summarize issues that may be examined during the course of a

docketed proceeding; formulate staff positions on ratemaking and policy issues and present written and verbal staff positions on them at Commission business meetings as well as at pre-hearing and post-hearing work sessions; prepare work papers to support analysis; draft technical analyses and Findings of Fact for Commission orders or notices; at direction of the Commission, represent the Commission in outside proceedings of interest to the Commission.

### **EDUCATION/EXPERIENCE**

A Bachelor's Degree in Economics, Accounting, Engineering, Mathematics, Finance, Business Administration, or a related field will be considered. A minimum of 1-2 years of job-related work experience is desired, although an advanced degree or work towards an advanced degree in one of the acceptable degree areas may be allowed to substitute for job-related work experience. Other combinations of education and experience will be considered.

### **COMPETENCIES**

The successful applicant should have considerable knowledge of ratemaking theory and law, statistics, spreadsheet applications, current utility industry events, federal regulatory policies, and PSC rules and policies. The ability to provide verbal and written presentations of complex topics to non-expert audiences is essential. The Utility Rate Analyst must organize workloads in such a manner that assignments are completed on time with minimal supervision. Skill in cooperating and coordinating with other staff on work teams is necessary.

### **SUPPLEMENTAL QUESTION**

1. Describe your experience and/or education regarding the following electricity related areas: energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, demand response equipment, coal with carbon capture and storage, transmission and regional energy markets.

### **APPLICATION AND SELECTION PROCESS**

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the Montana State Application Form; an evaluation of education, training and experience; a structured oral interview; supplemental questions; and reference checks.

1. All applicants must submit a State of Montana Application; online form may be accessed at <http://mt.gov/statejobs/default.mcp> or contact your local job service for additional application formats.
2. Successful applicant must submit a transcript to the Public Service Commission, PO Box 202601, Helena, MT 59620-2601 prior to hire date.
3. Resume, including a cover letter and the names and telephone numbers of three work-related references.

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials.

The successful applicant must produce within 24 hours of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

**Statement of Selective Service Registration Status**

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

**A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.**

**LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED**